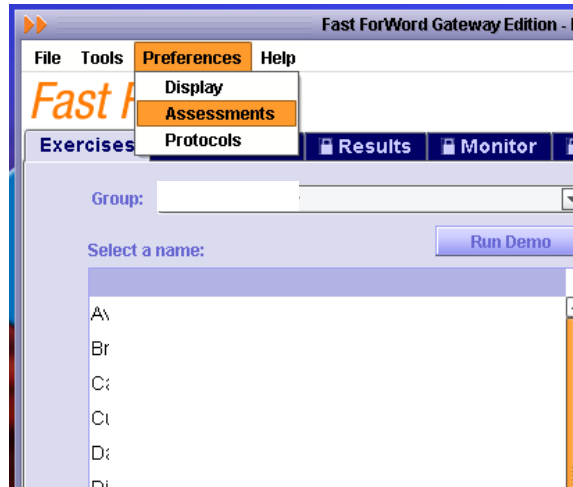
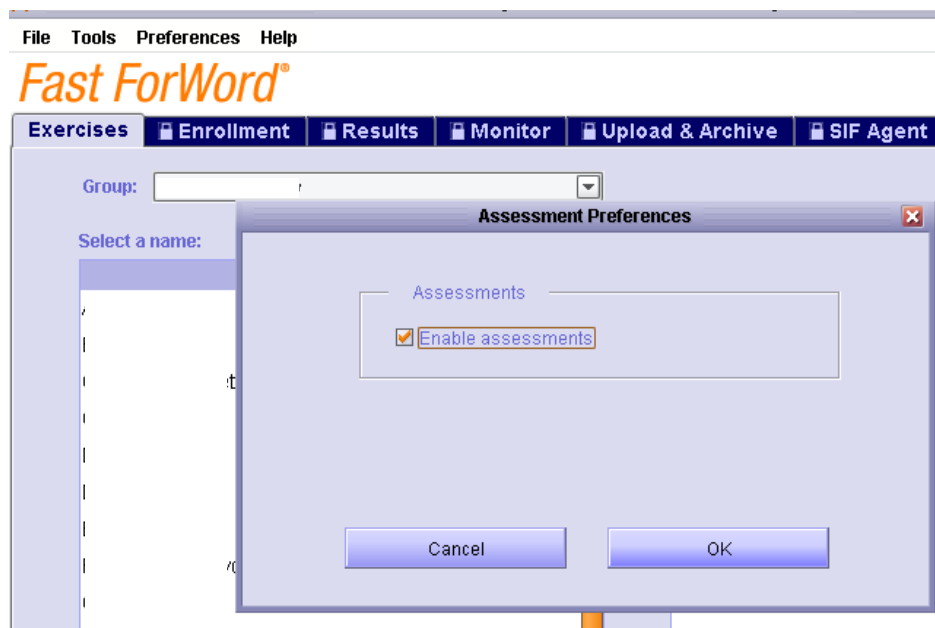


## Accessing RPI Assessments on Fast ForWord

1. Click on Fast ForWord icon on the desktop
2. In the top left hand corner, click on "Preferences"
3. Go down and click on "Assessments"



4. Type in your password
5. In the box, check "Enable Assessments" and then click "OK"



## Taking an RPI Assessment

Each work session, when a participant is selected, Fast ForWord Gateway Edition determines if the participant is eligible for a Reading Progress Indicator assessment. If so, the Reading Progress Indicator graphic appears on the Exercises screen in place of the assigned product graphic. When the participant clicks the Reading Progress Indicator graphic, Fast ForWord Gateway Edition presents the assessment.

**Note:** Fast ForWord Gateway Edition uses a specific method to determine when to present an assessment. If a participant finishes a product or starts a new product and Gateway does not present an assessment, this is most likely by design.

Follow these steps to allow a participant to take an assessment. Verify the following before you begin:

- The date and time on the participant's computer are correct
- All other software programs are closed (including screen savers)
- The computer's volume is adjusted to a comfortable level

### To take an assessment:

1. Open Fast ForWord Gateway Edition.

For Fast ForWord Gateway Edition, networked, perform this step on a computer with the student exercises.

2. On the Exercises screen, select the participant.

If the participant is eligible for an assessment, the Reading Progress Indicator graphic appears.

3. Verify that the participant is wearing headphones and the computer's volume is at a comfortable level.
4. Allow the participant to click the Reading Progress Indicator graphic.

The Reading Progress Indicator assessment screen appears.

5. Allow the participant to click the Start Test button.

The assessment begins. Reading Progress Indicator presents questions or instructions, one at a time. Some of the items are read aloud to the student; others are presented as text and graphics only.

6. Allow the participant to answer each item.

Instruct the participant to click Next after selecting each answer.

7. When the assessment is complete, the participant is instructed to click the Exit button.

The assessment ends.

**Note:** If the participant clicks the Exit button before completing the assessment, the Reading Progress Indicator graphic will remain on the Exercises screen. When clicked again, the assessment will resume and present the next item.

When the participant completes the assessment, the Exercises screen appears and displays the assigned product graphic. The participant can start working on the product immediately. When the participant finishes working on the product, Fast ForWord Gateway Edition will automatically present a follow-up assessment. Follow the same steps to take the follow-up assessment.